



# Troop/Group Disband Notice Instructions

For Troops/Groups disbanding, please follow these steps:

- Determine amount of funds remaining in troop bank account prior to disbanding and what should be done with the funds.

According to GSGLA policy as stated in the Troop Financial Policies and the Volunteer Essentials Handbook: *The girls or volunteers should be involved in deciding what to do with the troop/group's funds. In any case, the troop/group funds do not become the property of any individual, girl or adult. It by using*

*If girls from the disbanded troop/group are continuing with Girl Scouts in new troops/groups the funds will be re-distributed (on a per capita basis) to the new troops/groups. Any remaining funds will be allocated to the GSGLA Financial Aid fund for girls.*

- Prepare your final Troop Finance Report – use the [GSGLA Annual Finance Report \(fillable\)](#) form.
- If the balance of your troop funds is going to the Council, obtain a CASHIER'S CHECK made payable to GSGLA for the balance. Using a cashier's check will allow you to close your troop account and obtain the final statement.
- Close your bank account and obtain a final bank statement from your bank.
- Gather your Troop records (bank statements, receipts, financial reports, check book, any forms containing member's personal information, etc) and give to your Membership staff for retention or disposal (paperwork with personal information, credit cards/bank account numbers, etc not needed to be retained will be shredded)
- Troop owned equipment and supplies should be handled as stated in the Volunteer Essentials Handbook.

*Disbanded Troops/Groups are required to submit an inventory list of all Troop/Group equipment and materials to their respective GSGLA Membership staff within 30 days of their final meeting. Equipment and materials distribution will be determined based on inventory and need. This determination is at the discretion of the respective GSGLA Membership staff and if a fair distribution cannot be agreed upon, all equipment & materials will come to the respective GSGLA service center.*

Complete the Troop/Group Disband Notice – use the [GSGLA Troop/Group Disband Notice](#).

## Please print out and sign form.

- Make an appointment with your Service Unit Manager to review and submit your paperwork.
- The Service Unit Manager or designee submits form to service center.

## STAFF USE ONLY

### TROOP FINANCE SPECIALIST:

- If you receive a check payable to GSGLA, please submit check and Troop/Group Disband Notice to Service Center front desk for processing.
- Send Disband Packet paperwork to Troop Finance Specialist for filing.
- Email a copy of the Troop/Group Disband Notice to the HUB at [registrationhub@girlscoutsla.org](mailto:registrationhub@girlscoutsla.org).